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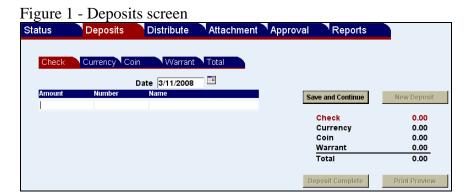
CASH RECEIPTS USER MANUAL

ENTERING DEPOSITS

INTRODUCTION

The **Deposits** screen provides a simple way to record the amounts and types of deposits for your agency. When saved and completed, the Deposit is used to create a Cash Receipts document in order to add the appropriate fiscal coding and/or distribute the deposits to various funding codes if desired.

TO ENTER DEPOSITS

1. Click the **Deposits** tab.
2. If needed, enter a date (indicating when the deposits were entered in the application).
3. Click the corresponding tab for the type of deposit to enter – **Check, Currency**, **Coin**, and/or **Warrant**.
4. Follow the steps in each section below to record deposits according to their type.

Figure 1 - Deposits screen

5. Click **Total** if you want to check the total amount of your deposits. NOTE: The application will allow you to enter just the total amount of your deposits without the individual deposit types, but it is not recommended because you will not have the detail record to keep track of your cash.

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Figure 2 - Deposits Total

6. If desired, type a description in the **Deposit Description** text box.
7. Click **Save and Continue** when finished. A deposit number (**Deposit #**) will be automatically assigned.
   ▪ If you need to void a Deposit, enter comments in the text box to explain why, and then click **Void**. The deposit number will be voided as well - the numbers will not be reused.
8. To attach a scanned copy of any deposit documentation, click the **Attachments** tab. See the To Add Scanned Documents document for details.
9. When finished, click **Deposit Complete**. A document can then be created so the appropriate fiscal coding and distribution can be entered.
10. To print a copy of the Deposit, click **Print Preview**. A PDF view of the Deposit will be displayed in a new window. You can print this and submit it along with the deposit to the State Treasurer's Office.
11. If you need to void a Deposit that has been submitted, enter comments in the text box to explain why the deposit was voided, and then click **Void**.

TO ENTER INDIVIDUAL DEPOSIT TYPES

CHECK

1. Click the **Check** tab.
2. Enter the amount of the check and press TAB.
3. Enter the check number and press TAB.
4. Enter a descriptive name for the check source.
5. Press ENTER or TAB to add another line and continue as needed.
6. Click **Save and Continue** if finished.

NOTE: To enter an insufficient funds check, enter a negative amount, e.g., -15.00. (This will be seen as a reversal in STARS.)

CURRENCY

1. Click the **Currency** tab.
2. Enter the amount of currency *in paper bills* and press TAB.
3. Enter a descriptive name for the source.
4. Press ENTER or TAB to add another line and continue as needed.
5. Click **Save and Continue** if finished.

COIN

1. Click the **Coin** tab.
2. Enter the amount of currency *in coins* and press TAB.
3. Enter a descriptive name for the source.
4. Press ENTER or TAB to add another line and continue as needed.
5. Click **Save and Continue** if finished.

WARRANT

1. Click the **Warrant** tab.
2. Enter the amount of the check and press TAB.
3. Enter the warrant number and press TAB.
4. Enter a descriptive name for the warrant source.
5. Press ENTER or TAB to add another line and continue as needed.
6. Click **Save and Continue** if finished.

NOTE: If you complete the deposit and want to enter the fiscal coding and distribution, click the **Distribute** tab. Otherwise you must click the **Document** link from the list of Deposits on the **Status** screen.